



The Town of Pelham, Department of Fire and Bylaw Services is now accepting applications for the following position:

Bylaw Enforcement Officer

This position provides bylaw services for the Town of Pelham including on street parking control and bylaw enforcement, investigating and responding to external inquires and/or complaints pertaining to municipal bylaws, coordinating arrangements for security/police, shuttle services and parking for Town events, and municipal park and winter parking patrols.

The successful candidate will perform the following duties:

- Ensure compliance and enforcement of all applicable bylaws and relevant legislation with tact, firmness, impartiality and sound judgment
- Conduct vehicle street patrols throughout Pelham and enforce parking bylaw and winter parking regulations on Town streets
- Assist in investigations relating to bylaw complaints
- Conduct bicycle security patrols of parks, trails, cemeteries and municipal buildings
- Attend Pelham Town Council meetings as required
- Assist with scheduling and provide backup coverage for Crossing Guards as needed
- Work a flex schedule involving days, nights and weekends

The successful candidate will possess the following:

- 1 year experience in a similar role
- Police Foundations Diploma or related field
- Ability to multi-task, excellent organizational and communication skills
- Knowledge of the Town's infrastructure, buildings and demographics
- Valid Ontario Class "G" driver's license.
- Proficient riding a bicycle on rough terrain and busy roads

Salary: \$50,359 - \$67,353 (35 hours per week)

Resumes must be submitted directly to Brianna Langohr, Human Resources Coordinator at hr@pelham.ca by **9:00 am on March 22, 2021**. Submissions are accepted under Career

Opportunities under the Town Hall menu.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 315. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.